



County of Los Angeles CHIEF EXECUTIVE OFFICE

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<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
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First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

August 16, 2011

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

REQUEST FOR EXTENSION OF REPORT BACK ON THE DEFERRED MAINTENANCE PROGRAM, BUILDING ASSESSMENTS, AND ASSET MANAGEMENT/BEST PRACTICES ASSESSMENT (SEPTEMBER 28, 2010 AGENDA, ITEM NO. 16)

On September 28, 2010, your Board approved the 2010 Deferred Maintenance Program and instructed my Office to provide:

- A recommended schedule for the completion of remaining building assessments of County-owned facilities and the building assessment database;
- An assessment of asset management policies and practices of entities with assets similar to the County of Los Angeles, such as major cities, state, and federal agencies, as well as local school and community college districts;
- Performance measures for achieving results prescribed in the program; and
- A summary of the advantages/disadvantages of retaining a third-party expert to assess the County's current deferred maintenance programs and requirements.

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Each Supervisor
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We have made substantial progress on all of the tasks; however, we are seeking an alternative to the Internal Services Department (ISD) for the building assessments to determine if the cost estimate is compatible with outside vendors. Staff has identified a number of firms that provide building assessment services and will retain one through a Request for Proposal (RFP). We expect to be completed with the RFP process and the selection of a firm within three months. The proposers will provide us a schedule for completion of the assessments and the status database that we will report to you in a status memo. Therefore, we are requesting an extension of this assignment until November 30, 2011.

If you have any questions or need additional information, please let me know, or your staff may contact Jan Takata at (213) 974-1360, or jtakata@ceo.lacounty.gov.

WTF:RLR:os

c: Executive Office, Board of Supervisors
County Counsel
Internal Services